

EDITED KSA LISTING

CLASS: MAINTENANCE MECHANIC (CORRECTIONAL FACILITY [CF])

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventative and corrective) of mechanical systems (e.g., welding, piping, cell door/gate repair, fence repair, various kitchen equipment repair [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], laundry equipment repair, minor office furniture repair, sewage system and equipment repair, heating, ventilating, and air conditioning [HVAC], etc.) in order to repair, maintain and improve buildings and equipment.
K2.	Comprehensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventative and corrective) of plumbing systems (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, sewer system, storm drains, condensate draining systems, laundry equipment, etc.) in order to repair, maintain and improve buildings and equipment.
K3.	Comprehensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventative and corrective) of electrical systems (e.g., troubleshoot and repair/replace motors, lighting, various switches, cell door and gate actuators, various kitchen equipment, ground fault circuit interrupters [GFCI], laundry equipment, assist in heating, ventilating, and air-conditioning [HVAC] installation and repair, assist with electrified fence repair, etc.) in order to repair, maintain and improve buildings and equipment.

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#	Knowledge, Skill, Ability
K4.	General knowledge of blueprints and drawings of potential or existing systems/ utilities in order to effectively locate, identify and survey areas for construction, maintenance, repair, and/or alterations.
K5.	General knowledge of schematics and specifications in order to effectively identify equipment operating sequences for the purpose of utilizing, installing, maintenance scheduling, troubleshooting, repairing, etc.
K6.	Basic knowledge of glazing methods and tools used in order to repair, replace, maintain and improve the buildings.
K7.	Basic knowledge of machining methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K8.	General knowledge of sheet metal work methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K9.	Comprehensive knowledge of welding, brazing, and cutting methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K10.	Basic knowledge of miscellaneous equipment operations (e.g., backhoes, bobcats, forklifts, etc.) in order to assist in the repair, maintenance, and/or improve the buildings, utilities, equipment, maintenance systems, etc.

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#	Knowledge, Skill, Ability
K11.	General knowledge of minor construction work (e.g., interior/exterior painting, concrete forming and finishing, door installation, building stairs and ladders, install cabinets, etc.) in order to assist in the repair, maintenance, and/or improvement of buildings, utilities and equipment.
K12.	General knowledge of major construction work (e.g., office additions, retrofits, boiler replacement, roof replacements, etc.) in order to assist in the repair, maintenance, and/or improvement of buildings, utilities and equipment.
K13.	General knowledge of various codes, rules, laws, regulations, departmental policies and procedures (e.g., Safety Orders of the Division of Industrial Safety [Titles 8 and 24], etc.) governing the installation, maintenance and repair of mechanical, electrical and plumbing systems in order to maintain a safe work environment and accomplish assigned tasks.
K14.	Basic knowledge of terminology governing the installation, maintenance and repair of mechanical, electrical and plumbing systems in order to accomplish assigned tasks.
K15.	Basic knowledge of cost estimates to provide accurate information for the maintenance, repair and improvement of buildings, grounds and equipment.
K16.	Basic knowledge of common methods, practices and materials used in maintenance and repair of buildings and equipment in order to perform preventive maintenance and repairs.

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#	Knowledge, Skill, Ability
K17.	Comprehensive knowledge of safety and security principles and procedures as it relates to the correctional setting in order to maintain a safe and secure work environment.
K18.	Basic knowledge of training methods to provide direction to inmates to ensure the safe and efficient operation and performance of maintenance duties and other assigned tasks.
K19.	Basic knowledge of supervisory principles, practices and techniques to plan, oversee, and direct the work activities of inmates to ensure the efficient operation and performance of maintenance duties and other assigned tasks.
K4.	Basic knowledge of parts and material requisitioning to ensure efficient operation of assigned areas.
K5.	Basic arithmetic skills to compute simple calculations related to estimating materials, complete inmate time sheets, work orders, etc.
K6.	General knowledge of recordkeeping and inventory principles and procedures in order to accurately track materials, parts, tools and equipment.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Perform and/or assist in the work of installing, operating, and maintaining (preventive and corrective) mechanical systems and equipment (e.g., welding, piping, cell door/gate repair, fence repair, various kitchen equipment repair [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], laundry equipment repair, minor office furniture repair, sewage system and equipment repair, heating, ventilating, and air conditioning [HVAC], etc.) to provide services to the institution and for continued operations of the physical plant.
S2.	Perform and/or assist in the work of installing, operating, and maintaining (preventive and corrective) electrical systems and equipment (e.g., troubleshoot and repair/replace motors, lighting, various switches, cell door and gate actuators, various kitchen equipment, fault circuit interrupters [GFCI], laundry equipment, assist in heating, ventilating, and air-conditioning [HVAC] installation and repair, assist with electrified fence repair, motor repair, etc.) to provide services to the institution and for continued operations of the physical plant.
S3.	Perform and/or assist in the work of installing, operating, and maintaining (preventive and corrective) plumbing systems and equipment (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, sewer system, storm drains, condensate draining systems, laundry equipment, etc.) to provide services to the institution and for continued operations of the physical plant.

Bold text-indicates not on Classification Spec.

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S4.	Perform and/or assist in the work of fabrication (e.g., sheet metal work, stainless steel work, welding, piping, cutting, brazing, etc.) to provide services to the institution and for continued operations of the physical plant.
S5.	Perform and/or assist in the work of installing and maintaining glazing to provide services to the institution and for continued operations of the physical plant.
S6.	Communicate effectively in order to exchange information and/or provide direction to inmates.
S7.	Keep accurate records, inventory, requisitions and prepare reports to maintain compliance with mandated laws, regulatory agencies, and departmental/institution operational procedures.
S8.	Read, interpret, and apply information (e.g., manuals, blueprints, schematics, drawings, rules, laws, etc.) in order to perform duties of the classification.
S9.	Write in a clear and concise manner in order to relay information and provide direction to inmates and to complete documentation and maintain records related to the physical plant.
S10.	Follow written and verbal direction/instruction in order to carry out assignments.
S11.	Establish and maintain confident and cooperative relationships with departmental employees, the public and others to meet the mission of the Department of Corrections.

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#	Knowledge, Skill, Ability
S12.	Operate basic equipment (e.g., backhoes, bobcats, forklifts, etc.) to provide services to the institution and for continued operations of the physical plant and to carry out assignments.
S13.	Operate basic machinery (e.g., drill press, hand grinders, bandsaws, etc.) to provide services to the institution and for continued operations of the physical plant and to carry out assignments.
S14.	Utilize hand tools to provide services to the institution and for continued operations of the physical plant and to carry out assignments.
S15.	Estimate time, materials and equipment required to complete assigned projects and tasks to provide services to the institution and for continued operations of the physical plant.
S16.	Perform and/or assist in concrete work (e.g., forming, pouring, finishing, etc.) to provide services to the institution and for continued operations of the physical plant.

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#	Knowledge, Skill, Ability
Ability to:	
A1.	Remain professional and rational when working with the threat of physical and/or verbal altercations by persons committed to the Department of Corrections.
A2.	Remain calm and focused on assigned tasks while working in an environment of excessive noise, high-voltage electricity, high-pressure steam, chemicals, extreme temperatures, etc. in order to safely and properly maintain the physical plant.
A3.	Supervise inmate conduct and take appropriate action to maintain order and protect personal and real property.
A4.	Maintain interpersonal relationships by being courteous and professional in dealing with inmates, staff and the public to gain the cooperation necessary to maintain the physical plant and to provide an orderly, safe and secure work environment.
A5.	Think and act effectively in emergency situations and evaluate the most appropriate course of corrective action to minimize disruption of program services to the institution.
A6.	Diffuse a potentially volatile situation in order to maintain a safe and secure work environment.

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A7.	Adapt to changing situations and priorities with minimal disruption in order to provide a safe, secure and effective work environment.
A8.	Superior mechanical aptitude in order to learn, understand and perform various maintenance related tasks.
A9.	Work independently with minimum supervision/direction in order to effectively perform the duties of the classification.
A10.	Learn new skills, policies and procedures through the on-the-job (OJT) and in-service training (IST) process in order to effectively perform the duties of the classification.

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#	Knowledge, Skill, Ability
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Special Physical Characteristics:	
SPhC1	Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates.
SPhC2	Manual dexterity (hand/eye coordination) in order to properly handle tools, equipment, and machinery to perform the duties of the classification.
SPhC3	Expected to have the ability to climb stairs and ladders, push/pull/twist at the waist, crawl, lift at least 30 pounds (unassisted) in order to complete assigned tasks in the physical plant (e.g., for inspection of equipment, opening valves, movement of materials/tools, access gates and doors, crawl spaces, etc.)